GUIDELINES FOR CREATING INDIVIDUAL STUDY PLANS (ISP)

The following text describes in detail the individual steps along with SIS screenshots for illustration. As the program is continually being developed, these screenshots may be slightly different than the current version.

1. Logging in to SIS

To log in to SIS, go to https://is.cuni.cz/studium, enter your user name, or possibly use your UKČO number (number on student ID under the photograph), and CAS password. To generate (and assess) ISPs, supervisors are assigned the role of Teacher or Supervisor by the Faculty of Science, instructions for switching roles can be found at https://is.cuni.cz/studium/help/stev/stev_059.png.

The different ways to get a CAS password are described at http://www.cuni.cz/UK-4442.html. If you have not yet been assigned a role as teacher or supervisor for the Faculty of Science, or you want to know your personal ID number (UKČO), contact the SIS Coordinator at the department of your supervisor.

Creation of an ISP by the student
a) Creating an ISP

After logging in to SIS, the doctoral student clicks on the 🧑‍🎓 **Individual study plan for PhD. Students** module.

If the doctoral student is not yet registered for a doctoral thesis, a red X is displayed (see the upper part of Fig. 5). After the student logs in to the thesis, the icon changes to 📗 (bottom part of Fig. 5), The plan is set up automatically (or it can be done by the student).

	Plan ⬇⬆	Given and last name ⬇⬆	Study status ⬇⬆	Year of admission ⬇⬆	Study branch ⬇⬆	Supervisor ⬇⬆	Advisor ⬇⬆
✖	Plan is not created	Pan Testovací	studying	2022	D-ABOTA	prof. RNDr. Tomáš	Mgr. Lenka Martin
	Plan ⬇⬆	**Given and last name ⬇⬆**	**Study status ⬇⬆**	**Year of admission ⬇⬆**	**Study branch ⬇⬆**	**Supervisor ⬇⬆**	**Advisor ⬇⬆**
📄	Plan is not created	Pan Testovací	studying	2022	D-ABOTA	prof. RNDr. Tomáš	Mgr. Lenka Martinál

Fig. 5: Creating the study plan

After clicking on the altered icon (📄), details of the ISP created are displayed. The header lists all basic information about the doctoral student, the subject-area board chairperson, supervisor, consultant and current status of the plan. Details are displayed after clicking on the "plus" button of the particular line (Fig. 6). If the supervisor or consultant is designated "external" in the Tajemník program, (i.e. the corresponding field is checked), instead of the department assigned at the faculty, one line of the plan PDF lists the Faculty/Workplace, Street, Postal Code and City from the Tajemník program. We recommend **checking and adding** this data. Once it is added in the Tajemník program, it is automatically updated in the study plan.

Fig. 6:   Header of study plan details

b) Course of study

Here students enter their four-year study plan (Fig. 7). The entered text is unformatted, so we recommend dividing it into individual lines for greater clarity.

Fig. 7:   Editing the text field

c) Doctoral thesis and procedure for preparing the doctoral thesis

This part of the ISP displays the assigned doctoral thesis. After clicking on the edit icon (✎), the doctoral student will provide a brief introduction and then the planned progress in the processing of the dissertation (see Fig. 8). During the annual assessment this plan can be modified based on the results achieved.

d) General requirements specific for the given field

The subject-area board requirements for all incoming students are automatically added to all study plans of the given field (see Fig. 8). Since all requirements that must be met by the student are listed automatically, it is not necessary in advance to enter any type of requirement other than subjects. Publications, conferences, internships etc. are added by the student once completed when they prepare the annual assessment of the ISP.

		Type	Title, details	Commentary	Year of insertion
		doctoral dissertation	▣ Testovací		2022/2023
	📝	progress on the doctoral dissertation	Tématem disertační práce je .... Co a kdy		2022/2023

Doctoral dissertation defence and discussion on the doctoral dissertation topic

Type	Code	Title, details	Ac. year	Commer
thesis defence	MDISE001	Disertační práce	2028/2029	
discussion on the doctoral dissertation topic	MPHDORCH01	Rozprava k disertační práci (Organická chemie)		

Course of study

	Title, details	Commentary	Year of insertion
📝	1. rok - složení zkoušek z odborných předmětů (Genetické metody v zoologii, Malakologie) 2. rok - složení zkoušek z odborných předmětů, účast na mezinárodní studentské konferenci, složení státní doktorské zkoušky) 3. rok - příprava publikace 4. rok - příprava publikace a finalizace dizertační práce		2022/2023

List of duties

		Type	Code	Title, details	Ac. year	Semester	Commentary		Year of insertion	
	📝	course	MB150C03	Biochemistry - a practical course	2022/2023	summer			2022/2023	
	📝	course	MC260C30A	Advanced Practical Class in Physical and Macromolecular Chemistry	2023/2024	summer			2022/2023	
	📝	course	MC260C45M	Practical Course in Physical Chemistry (for teachers)	2023/2024	winter			2022/2023	

▐▌ add   ● course ○ course description ○ publication ○ conference ○ internship ○ other ○ sets of courses

Duties specific for the branch

Fig. 8:   Details and structure of the study plan

e) Requirements concluding with a final examination or grade – subjects

These requirements conclude with an examination, grade (e.g. acquiring certification), colloquium etc.; they have their counterparts in subjects entered in SIS in the Student program and once completed can be "matched" during the annual assessment.

−   **Subject** – a subject already appearing in CU SIS which has been assigned a code; codes of state doctoral examinations begin with the letters MSZX and names are identical with the field studied.
−   **Note**: The doctoral students are supposed to primarily choose from the doctoral study courses. They are not permitted to register a course which they have already completed during their previous study into the ISP.
−   **Description of subject** – a special subject or similar requirement that is not in the CU SIS course list (e.g. subjects taught outside CU, special courses ending in certification). After submitting confirmation of course completion to the Department of Student Affairs the particular course will be assigned a code. Please enter additional details about the course to the field "specification of requirements" (Fig. 9): *exact name of the subject, name of subject in English, code of subject (if one exists), language of instruction, university, faculty and guarantor, instructor or examiner for the subject (if known), semester of instruction (if known), and manner of examination (grade/test).*

Fig. 9: Filling in requirements for Description of Subject

A subject can be added by either directly entering the code or using the magnifying glass button (Fig. 10) and searching the CU database by faculty, department or part of name and code; confirm your selection by clicking on the green arrow (Fig. 11). Then select the planned academic year the given requirement will be met.

Fig. 10: Adding a subject

CU subjects listed in the ISP must also be entered in SIS using the **Registration of Subjects and Schedule** application for the given year. After completing subjects that are part of the ISP, records are "matched" during the annual assessment.

Fig. 11: Selecting a subject from the CU database

f) Discussion on the Doctoral Dissertation Topic and Defence of dissertation thesis

Newly a part with specific subjects – thesis defence and Discussion on the Doctoral Dissertation Topic – is according to the student´s study program automatically added to his/her ISP

g) Sending the plan to the supervisor

All parts of the plan can be edited or deleted using the icon on the left-hand side of the table (Fig. 8). Once the plan has been created, the proposed ISP plan must be sent to the supervisor. Go to the scroll-down menu at the bottom of the screen and select *Send plan to supervisor*, then click *Execute* (Fig. 13).
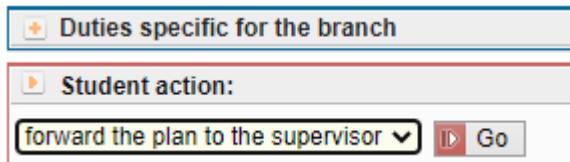
Fig. 13: Sending the plan to the supervisor

The supervisor will automatically be notified by e-mail that the plan of his/her doctoral student is ready for review. It is possible that the supervisor may ask the doctoral student to make some modifications or additions to the ISP proposal. In such a case, the student will be notified by e-mail, will make the required changes, and send the plan back to the supervisor.

4. Approval of the ISP by the supervisor

The supervisor will be notified by e-mail of the ISP prepared by the given doctoral candidate. Information on logging in to SIS is given in section 1. In the role of Teacher and Supervisor or PGS Supervisor, it is necessary to select the **Individual Study Plan of PhD. Students** module**.** The filter will display the students of the particular supervisor. To search more quickly we recommend setting the *Year commencing study* to the current academic year, i.e. 2023/24, otherwise all doctoral students of the given supervisor will be displayed (Fig. 14). Students just starting to create their ISP will see in the *Plan Status* column that this is a proposal. Clicking on the icon in the particular row will open the ISP proposal of the doctoral student.

Using the scroll-down menu at the bottom of the screen the supervisor can select *evaluate proposed ISP* (Fig. 15) and in the text field add commentary that will then be displayed in the Plan Status header (see Fig. 6). If it is necessary to return the proposal to the doctoral student to be revised or supplemented, the supervisor will select *return plan to student* and in the text window give instructions for the student. This text is then displayed in the next header (History of reasons for returning the individual study plan – Fig. 6). It is advised to include the date until which the doctoral student is supposed to send the amended ISP proposal back to the supervisor. (The supervisor is then required to send the ISP proposal to the subject-area board during the previously specified period.)

Fig. 14: List of students

The last step is always submission of the plan to the subject-area board for evaluation (*sending the plan to the subject-area board*).

Fig. 15: Supervisor options

For clarity, the "Responsibility (proposal of plan)" column in the list of doctoral students always lists current information regarding the responsibilities of the given person (student – supervisor – subject-area board).